



## IC MEMORANDUM 09-22

**TO:** KEHP Insurance Coordinators  
**FROM:** Department of Employee Insurance (DEI)  
**RE:** Annual HIPAA Training  
**DATE:** September 30, 2009

Commonwealth of Kentucky  
Personnel Cabinet  
Department of Employee Insurance  
2<sup>nd</sup> Floor, State Office Building  
501 High Street  
Frankfort, Kentucky 40601

Web Site: [www.kehp.ky.gov](http://www.kehp.ky.gov)

The annual **KEHP Health Insurance Portability and Accountability Act (HIPAA) training** has been converted to an online course thanks to the help of KY TRAIN. Completing HIPAA Training is an annual requirement for all Insurance Coordinators and Assistant Insurance Coordinators.

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**All KEHP Insurance Coordinators should go online and take the course no later than Monday, October 5.** The course takes approximately 30 minutes to complete.

The first step is to register as a KY TRAIN participant (if you aren't a participant already). Included on the KEHP website under 2010 Open Enrollment, Insurance Coordinator, IC Toolkit is a "How to Register" document that will walk you through the registration process and the steps to launch the course. You will need the latest version of JAVA; if you need assistance with this, please contact your IT Help Desk.

Once you have registered on KY TRAIN, you can take the course: **Kentucky Employees' Health Plan HIPAA Training Module - 1019274**. Note: When this ID number is entered in the "Search By Course ID" box on the homepage of your account it goes directly to the course title, which eliminates searching for it. After completing the course and post-test, your "My Learning Record" in your TRAIN account will list the course as completed. You must also complete the Course Evaluation to obtain the Course Certificate.

DEI, as the course administrator, will receive a roster of all participants who have successfully completed the course.

If you have any questions about the process, please feel free to contact Jenny Goins, at [jenny.goins@ky.gov](mailto:jenny.goins@ky.gov).

